

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, June 24, 2014 1:33 PM
To: Sturman, Mary
Cc: Kahlo, Meaghan
Subject: RE: Boxes for NARA
Attachments: Worksheet for E.R.A.transfers to NARA.docx

Categories: Blue Category

Mary,

If you have permanent paper documents to transfer to NARA, please prepare the Versatile boxes. There is a separate form to fill out for NARA that will give me the information to input them into NARA's database, ERA (just replace sample entries with your information). After it's accepted, we can send it with the Mail Room. If there are CDs/DVDs, or photos, they cannot transfer with the paper and must go to a separate location.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Sturman, Mary
Sent: Tuesday, June 24, 2014 11:28 AM
To: Aoyama, Joyce
Subject: Boxes for NARA

Joyce –

Do I prepare the files/boxes for NARA just like I did for FRC?

Mary Sturman

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